

WEST VIRGINIA PURCHASING

ANNOUNCEMENT

November 17, 2021

The Purchasing Division has published the following supplemental material to provide agency procurement officers more information regarding operations.

Vendor Commodity Report Provides Easy Search for West Virginia Procurement Officers

Agencies are reminded of the Business Intelligence Vendor by Commodity Report, which has become a valuable tool for procurement officers when competitively soliciting for a good or service.

This report within *wvOASIS* allows users to search for vendors that provide certain goods or services by using an identified UNSPSC commodity code. This supplemental search for vendors can increase competition among vendors bidding on a solicitation and can subsequently help drive down costs to the state.

A *Usage of Commodity Report* survey was recently sent to agency procurement officers to determine awareness and use of the tool. The survey asked if the respondent or agency was aware of the tool, if they had used the tool, and if they had seen a direct benefit by using it.

Of the 44 responses to the first question regarding awareness, only half (21 respondents) said they were aware of the Business Intelligence Vendor by Commodity Report. Ten of the 21 respondents who indicated they were aware of the report said they had used the report in the last year, and five of those said their agency saw a direct benefit from using the report.

LeAnne Neccuzi, a procurement specialist in the Department of Administration's Finance Division, said the Business Intelligence Vendor by Commodity Report is a valuable tool, even if only used occasionally.

"The *wvOASIS* Commodity Report is helpful when you have an obscure item or service that you have no idea where to purchase it from," she said. "In order to find enough vendors to meet the required minimum of three quotes, you might do a Google search for vendors in your area who provide that commodity. In a case where only one or possibly no vendors are found, you can run the *wvOASIS* Commodity Report. It gives you quick access to a comprehensive list of all of the vendors in *wvOASIS* who have indicated that they can provide the commodity you need."

Mark Lynch, manager of facility operations for the Department of Arts, Culture and History, said the Business Intelligence Vendor by Commodity Report saves time.

"I use the commodity code tool a lot when I'm writing

ACCESSING THE COMMODITY REPORT

1. BUSINESS INTELLIGENCE BUTTON

The screenshot shows the 'myApps' dashboard with various application tiles. The 'Business Intelligence' tile is highlighted. Below the dashboard is the 'Documents' tab, which displays the 'wvOASIS BUSINESS INTELLIGENCE' header and navigation buttons for 'Home' and 'Documents'. The 'Documents' tab shows a list of reports with columns for 'Table' and 'Type'. The 'Table' column lists various reports such as 'Legislative Auditor', 'Procurement Card', 'Vendor Registration Fees', and 'WV-FIN-PROC-025 - Request Status Report'. The 'Type' column indicates that most reports are 'Web Intelligence'.

2. DOCUMENTS TAB

3. REPORT SELECTION

specifications,” he said. “It allows me to quickly create or expand vendor lists based on the commodity we are procuring. I also use it for smaller purchases when I’m having trouble finding vendors who can fulfill my needs.

I pretty much use it for all of my larger procurements (\$10K and up) since it is always better to have as many vendors as I can find to increase competition for solicitations.”

Lynch said using the tool helped him find a fire alarm improvement package for Camp Washington-Carver in Fayette County, an insulation replacement bid in Charleston, a decorative iron fence addition project at West Virginia Independence Hall in Wheeling, and a specialty valve replacement for the HVAC hot water heating loop at the Culture Center in Charleston.

To further enhance the benefits of this report, the Purchasing Division highly recommends all agencies encourage their vendors to enter or expand the commodity codes on file with their records in the Vendor Self-Service portal accessed at wvOASIS.gov.

If you do not have access to Business Intelligence and should, your supervisor should inform your agency’s wvOASIS security contact who will make the request for access to the wvOASIS Security Team.

Questions regarding this commodity report can be directed to Technical Services Manager Mark Totten at mark.l.totten@wv.gov.

1. Business Intelligence Button

- Select the Business Intelligence button within myApps

2. Documents Tab

- Select the Document tab at the top of the page

3. Report Selection in Business Intelligence

- Find the WV-FIN-VN-010 report under Public Folders → wvOASIS → Advantage Financial → Procurement

4. Refresh All

- Click on the Refresh All icon at the top of the page, left of center

5. Commodity Code Prompts

- Enter into the prompt field the first four digits of the commodity code followed by %

6. Cover Page

- The cover page indicates the report date and time, as well as the commodity code searched

7. Vendors by Commodity Tab

- Select the Vendors by Commodity tab at the bottom of the page to view the list of vendors

8. Using the Information

- Once the agency has exported the Vendor by Commodity report to Excel, they can use the information by entering the vendors on the Vendor List within the requisition using their Vendor Number, entering the individuals as Free Form Vendors within the requisition, sending a mass email notification with the vendors blind copied once the solicitation has been published for agency delegated purchases, or sending the information to their assigned Purchasing Division buyer for central solicitations.

